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Section 1 - Ambulatory Care Reporting Menu

The Ambulatory Care Reporting Project (ACRP) enhances the process of collecting and storing encounter-based clinical, diagnostic, and administrative outpatient data for daily transmission to the Austin Automation Center (AAC).

The Ambulatory Care project will be working in concert with the National Patient Care Database project (NPCDB). The two projects have common objectives.

- Capture and record selected demographic data about the patient
- Identify the date and time services were provided
- Identify what was done, why it was done, and who provided the services
- Move the information from **V***IST***A** to the NPCDB via an Event Driven Reporting mechanism for the purpose of workload credit

Collecting more specific and encounter-based clinical, diagnostic, and administrative data will enable more detailed analysis of VHA's outpatient healthcare activity. Tracking the amount of care provided across the types of healthcare services offered will be key in the calculation of corporate costs. The information will also be a valuable database for resource utilization studies, forecasting, and healthcare planning for the future.

The following is a brief description of the options included in this section.

ERROR LISTING
This option is used to generate the Transmitted Outpatient Encounter Error List which contains a listing of the errors reported by the NPCDB in Austin for a user-specified date range.

TRANSMISSION REPORTS

TRANSMISSION HISTORY REPORT - FULL
This option provides a complete transmission history of al l encounters for a selected date range for selected divisions, clinics, and patients.

TRANSMISSION HISTORY FOR PATIENT
This option provides the ACRP transmission history of all encounters for a selected patient in a selected time frame.

SUPERVISOR AMBULATORY CARE MENU
You must hold the SD SUPERVISOR security key to access these options except for the Edit Outpatient Encounter option which requires the SCENI ENCOUNTER EDIT key.

EDIT APPOINTMENT TYPE FOR ADD/EDIT ENCOUNTERS
This option is used to edit the appointment type for add/edit encounters.

CHECK TRANSMITTED OUTPATIENT ENCOUNTER FILES
This option searches the OUTPATIENT ENCOUNTER file (#409.68) for
encounters that are "checked out" but have no entry in the TRANSMITTED
OUTPATIENT ENCOUNTER file (#409.73).

SCHEDULING/PCE SYNCHRONIZATION BY DATE
This option allows a user to select a range of encounters by date. The user may
then select to only count the potential fixes or select to actually correct them.

SCHEDULING/PCE SYNCHRONIZATION BY ENCOUNTER
This option allows a user to select a single encounter to be synchronized.

PURGE AMBULATORY CARE REPORTING FILES
This option purges the TRANSMITTED OUTPATIENT ENCOUNTER file
(#409.73) of all encounters that occurred during a user-specified date rang e.

SCHEDULING/PCE BAD POINTER COUNT
This option reports the numbers of patient appointments and dispositions with
missing or incorrect outpatient encounter pointers.

EDIT OUTPATIENT ENCOUNTER
This option allows you to edit four fields from the OUTPATI ENT ENCOUNTER
file (#409.68).

FIX MULTIPLE ENTRIES IN SCHEDULING VISITS
This option will scan the SCHEDULING VISITS file (#409.5) for patients that
have multiple entries on a single day. When run in fix mode, the information
will be placed in a single entry.

PURGE REJECTIONS THAT ARE PAST DATABASE CLOSE-OUT
This option purges the TRANSMITTED OUTPATIENT ENCOUNTER ERROR
file (#409.75) of encounter rejections that cannot be transmitted due to the NPCD
database close-out.

DATA TRANSMISSION REPORT
This option is used to generate the NPCDB Data Transmission Report which
displays a log of transmissions to the NPCDB for a user-specified date range.

INCOMPLETE ENCOUNTER MANAGEMENT

  INCOMPLETE ENCOUNTER REPORTS

    ALPHA LIST OF INCOMPLETE ENCOUNTERS
    The Alpha List of Incomplete Encounters option prints a list of all errors found
    in the TRANSMITTED OUTPATIENT ENCOUNTER ERROR file (#409.75) at
    the time the report is generated.

    INCOMPLETE ENCOUNTER ERROR REPORT
    The Incomplete Encounter Error Report is used to print all inconsistencies and
    missing data for a selected date range for encounter records which 1) have not
    been transmitted or 2) have been rejected by the Austin NPCD.

    INCOMPLETE ENCOUNTERS BY ERROR CODE
    The Incomplete Encounters by Error Code option is used to print the errors in
    the TRANSMITTED OUTPATIENT ENCOUNTER ERROR CODE file
    (#409.76).

    SUMMARY REPORT - IEMM
    This report prints a summary showing total encounters for a date range and the
    number and percentage of incomplete encounters.

  CORRECT INCOMPLETE ENCOUNTERS
  This option is used to view and correct incomplete encounters.

RETRANSMIT AMBULATORY CARE DATA BY DATE RANGE
This option is used to mark outpatient encounters within a user-specified date
range for retransmission to the NPCDB in Austin.

SELECTIVE RETRANSMISSION OF NPCDB REJECTIONS
This option provides a list of patients who currently have rejections from NPCDB
and the ability to selectively choose which encounters should be marked for
retransmission.

Error Listing

Introduction

This option generates the Transmitted Outpatient Encounter Error List which contains a listing of the errors reported by the National Patient Care Database (NPCDB) for a user-specified date range. The error code description describes why the encounter data could not be filed in the NPCDB.

If you select the default of first at the "Start with date…" prompt, the report will automatically print to the last date.

Information provided may include patient name, encounter date, hospital location, error code, source of error, error code description, and date/time of transmission to NPCDB.

Example

```
NPCDB Data Error Report.

This report requires 132 columns.

START WITH DATE/TIME OF X-MIT TO NPCDB: FIRST//    <RET>
DEVICE: A700    RIGHT MARGIN: 80//  132

DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>    (NO)




TRANSMITTED OUTPATIENT ENCOUNTER ERROR LIST              SEP 21,1997  17:20   PAGE 1
DATE/TIME OF X-MIT                                       HOSPITAL
         TO NPCDB     PATIENT             ENCOUNTER DATE      LOCATION
ERROR CODE   SOURCE OF ERROR   ERROR CODE DESCRIPTION
------------------------------------------------------------------------------------
JUN 21,1997 08:27:     SMITH,PAUL        MAY 08, 1997 09:00    ENDOCRINOLOGY
A00        VISTA           Invalid Stop Code.
JUN 21,1997 08:27:     JONES,MATTHEW     MAY 09, 1997 14:00    GENERAL MEDICINE
500        VISTA           Invalid Diagnosis Code.
JUN 21,1997 08:27:     BURKE,KYLE        MAY 06, 1997 08:00    ORTHO
620        VISTA           Needs one Procedure Practitioner code or is invalid.
JUN 21,1997 08:27:     SCOTT,MICHAEL     MAY 08, 1997 09:00    ORTHO
605        VISTA           Invalid Procedure Code.
JUN 21,1997 08:28:     O'KEEFE,DAN       JUN 19, 1997 09:00    GENERAL MEDICINE
805        VISTA           Number of Dependents is not '00'-'99' or 'XX'.
AUG 14,1997 10:07     MORGAN,JENNIFER    AUG 08, 1997 10:00    GENERAL MEDICINE
902        VISTA           Outpatient Classification Type inconsistent with Veteran.
```

Transmission Reports
Transmission History Report - **Full**

Introduction

The Transmission History Report - Full option provides a complete transmission
history of all encounters for a selected date range for selected divisions, clinics, and
patients. The date range is applied to the transmission date and not the encounter
date.

Information provided on the report includes patient name followed by brief ID (last
four of SSN), encounter date, encounter unique visit ID, date transmitted,
acknowledgment code, and whether or not transmission of the encounter occurred
before workload close-out (yes or no).

The report is printed alphabetically by division name and within that by clinic
name. The division name, division number, and clinic name are provided in the
footer on each page of the report.

Example

```
Select division: ALL//  ALBANY   500
Select another division:  <RET>
Select clinic: ALL//  CARDIOLOGY
Select another clinic:  <RET>
Select patient: ALL//  <RET>
Enter beginning date:  4 1 97   (APR 01, 1997)
Enter ending date:  T   (AUG 05, 1997)

QUEUE TO PRINT ON
DEVICE: A138-16/6/UP   KYOCERA        RIGHT MARGIN: 132//   <RET>

REQUESTED TIME TO PRINT: NOW//   <RET>
REQUEST QUEUED!
Task number: 178348
```

Transmission Reports
Transmission History Report - Full

Example

```
ACRP TRANSMISSION HISTORY                        AUG  5,1997  09:27        PAGE 1
PATIENT                         ENC DATE   VISIT ID     XMITED      ACK CODE   LATE
--------------------------------------------------------------------------------
DEBB,PAUL   (1111)              04/11/97   10RJ-ALN     04/17/97   NOT RCVD   NO
DEBB,PAUL   (1111)              04/11/97   10RJ-ALN     04/21/97   NOT RCVD   NO
DEBB,PAUL   (1111)              04/11/97   10RJ-ALN     04/21/97   NOT RCVD   NO
DEBB,PAUL   (1111)              04/11/97   10RJ-ALN     04/21/97   ACCEPTED   NO
HUNTER,RICK  (5432)             07/03/97   10W0-ALN     07/09/97   ACCEPTED   NO
MCCOY,LEONARD  (3131)           07/02/97   10VW-ALN     07/08/97   NOT RCVD   NO




_____
ALBANY  (500)                                                         CARDIOLOGY
```

Transmission Reports
Transmission History for Patient

Introduction

The Transmission History for Patient option provides a history of all encounters for a selected patient during a selected time frame. All transmissions of the encounter are included on the report, even if the transmission occurred after the date range selected (as the date range signifies encounter date <u>not</u> transmission date).

The report is sorted by encounter date and includes subtotals for the total number of times each encounter was transmitted and acknowledged. Information provided on the report includes encounter date, encounter unique visit ID, hospital location, date transmitted, acknowledgment code, and whether or not transmission of the encounter occurred before workload close-out (yes or no).

Example

```
>> PATIENT SELECTION <<

Select PATIENT NAME:  MCCOY,LEONARD   05-18-28   121333131   NO   NSC VETERAN


>> DATE RANGE SELECTION <<

Enter beginning date:  1 1 97   (JAN 01, 1997)
Enter ending date:  T   (JUL 25, 1997)
DEVICE: <RET>   LAT      RIGHT MARGIN: 80//   132
```

Transmission Reports
Transmission History for Patient

Example

```
ACRP TRANSMISSIONS FOR ENCOUNTERS OCCURRING BETWEEN 1/1/97 AND 7/25/97   JUL 25,1997 13:34   PAGE 1
ENC DATE  VISIT ID       HOSPITAL LOCATION        XMITED     ACK CODE     LATE
--------------------------------------------------------------------------------------------
        PATIENT: MCCOY,LEONARD  (3131)

07/01/97  10VT-ALN       ENDOCRINOLOGY            07/01/97   ACCEPTED     NO
                                                  07/03/97   REJECTED     NO
                                                  07/05/97   ERROR        NO
                                                  07/07/97   NOT RCVD     NO
                                                  --------   --------
SUBCOUNT                                          4          3

07/02/97  10VW-ALN       CARDIOLOGY               07/02/97   ACCEPTED     NO
                                                  07/04/97   REJECTED     NO
                                                  07/06/97   ERROR        NO
                                                  07/08/97   NOT RCVD     NO
                                                  --------   --------
SUBCOUNT                                          4          3

07/09/97  10WG-ALN       ENDOCRINOLOGY            07/09/97   ACCEPTED     NO
                                                  07/11/97   REJECTED     NO
                                                  07/13/97   ERROR        NO
                                                  07/15/97   NOT RCVD     NO
                                                  --------   --------
SUBCOUNT                                          4          3
                                                  --------   --------
COUNT                                             12         9
```

Supervisor Ambulatory Care Menu
Edit Appointment Type for Add/Edit Encounters

Introduction

This option provides the ability to redesignate appointment types for computer-generated encounters that inappropriately received a "regular" appointment type in the SCHEDULING VISITS file (#409.5).

You may run this option for patients who have appointment type error codes of 405, 406, 4050, or 4060. Select the appropriate appointment. The appointment date, location, and type will be displayed. You are then prompted for the correct appointment type which will usually be "computer generated".

Once the appointment type for these add/edit encounters has been changed to computer generated, you may use the Computer Generated Menu [SDACS CGMENU] to process the correct appointment type for these encounters.

Example

```
Enter Beginning date for search: Apr 16, 1997//   1 1 97   (JAN 01, 1997)
Enter Ending date for search: Apr 16, 1997//   <RET>   (APR 16, 1997)
Select PATIENT NAME: URBAN,JOHN   11-17-29   107020211   NO   NSC VETERAN

...EXCUSE ME, HOLD ON...

1    Apr 01, 1997
2    Mar 31, 1997

Select number, or ENTER to continue:  (1-2):   1


Appt. DT              Location                                  Appt. Type
----------------------------------------------------------------------
MAR 31,1997@09:54     RADIOLOGY                                 REGULAR


Select new appointment type for these encounters: COMPUTER GENERATED//    <RET>
```

Supervisor Ambulatory Care Menu
Check Transmitted Outpatient Encounter Files

Introduction

This option searches the OUTPATIENT ENCOUNTER file (#409.68) for encounters that are "checked out" but have no entry in the TRANSMITTED OUTPATIENT ENCOUNTER file (#409.73). If these encounters are for non-count clinics, the status of the encounter is changed to "non-count". If the encounter is for a count clinic and no transmission record exists, a transmission record is created in File #409.73.

Example

```
Enter Beginning date for search: Apr 16, 1997//   1 1 97   (JAN 01, 1997)
Enter Ending date for search: Apr 16, 1997//   <RET>   (APR 16, 1997)
DEVICE: HOME//  A700  A700/16/8/UP  HP 4 Si
DO YOU WANT YOUR OUTPUT QUEUED? NO//   Y   (YES)

Requested Start Time: NOW//   <RET>   (APR 16, 1997@15:31:12)



-------------------------------------------------------------------------
                 <*>  MISSING TRANSMISSION RECORDS CREATED  <*>
-------------------------------------------------------------------------
For date range Jan 01, 1997 to Apr 16, 1997
Date printed: Apr 16, 1997@15:31                                 Page: 1


Patient             SSN           Appointment           Clinic
-------------------------------------------------------------------------
SHUE,ANTHONY        099088077     Apr 07, 1997@14:15    Admitting
WARNER,JOHNSON      076043222     Apr 11, 1997@08:00    Medicine

2 transmission records created




-------------------------------------------------------------------------
                <*>  COUNT CLINIC ENCOUNTERS SET FOR RETRANSMIT  <*>
-------------------------------------------------------------------------
For date range Jan 01, 1997 to Apr 16, 1997
Date printed: Apr 16, 1997@15:31                                 Page: 1

Patient             SSN           Appointment           Clinic
-------------------------------------------------------------------------

No Count Clinic encounters found needing retransmission.
```

**Supervisor Ambulatory Care Menu
Scheduling/PCE Synchronization by Date**

Introduction

The synchronization process compares encounter data that is stored in PCE and Scheduling. Data items compared are provider, diagnosis, and procedure. If Scheduling is found to differ from PCE, an attempt will be made to adjust Scheduling to match PCE. After this is accomplished, the encounter is run through the check-out process again.

This option allows you to select a single date or a date range of encounters to be synchronized. You may then select to only count the potential fixes (count only) or select to actually correct them (count and fix).

You will receive the PCE/Scheduling Synchronization mail bulletin containing the results of the option utilization.

Any problems that were found during filing are described. "Errors" indicate that a problem was encountered and nothing was filed. "Warnings" indicate that a potential problem may have occurred but an attempt was still made to file the data.

It is suggested you run this job during off hours especially if a large date range is selected.

Example

```
**** Date Range Selection ****

   Beginning DATE :  1 1 97   (JAN 01, 1997)

   Ending    DATE :  t   (APR 16, 1997)


    Select one of the following:

        1          Count ONLY
        2          Count and Fix

Select update mode.: Count ONLY//   1   Count ONLY
OK to continue? NO//  Y   YES
Requested Start Time: NOW//  <RET>   (APR 16, 1997@15:14:57)

Job queued!  Task number 70971
```

Supervisor Ambulatory Care Menu
Scheduling/PCE Synchronization by Date

Example

```
Subj: PCE/SCHEDULING SYNCHRONIZATION  [#124750] 16 Apr 97 15:15  35 Lines
From: POSTMASTER (Sender: BENSON, THOMAS (ALBANY VAMC))  in 'IN' basket.
  Page 1  **NEW**
----------------------------------------------------------------------------


The background job to synchronize the PCE and Scheduling databases has
finished.

The job started at encounters with the date of JAN 01, 1997 and ended on
APR 16, 1997@23:59:59


It was run in a Count Only mode.
A total of 59 encounters were reviewed, 7 records would have been processed.


The following encounters had a synchronization problem:

WHELAN,TIMOTHY A (0755) JAN 06, 1997@08:00:00 in GEN MED
needs synchronization in Diagnosis,

SMULLEN,JOE (3243) MAR 24, 1997@08:00:00 in DERMATOLOGY
needs synchronization in Providers, Diagnosis,

PETERSON,JAMES (9889) MAR 24, 1997@08:00:00 in DERMATOLOGY
needs synchronization in Procedures

MARKS,LEON (2693) MAR 24, 1997@10:00:00 in DERMATOLOGY
needs synchronization in Providers, Diagnosis,

PETERS,ANTHONY (9800) MAR 24, 1997@14:00:00 in DERMATOLOGY
needs synchronization in Providers, Diagnosis, Procedures

WAGNER,NANCY (0211) MAR 31, 1997@08:00:00 in NEUROLOGY
needs synchronization in Providers, Diagnosis, Procedures

CULLIMORE,PETER (3456) MAR 31, 1997@08:00:00 in UROLOGY
needs synchronization in Providers, Diagnosis, Procedures



Select MESSAGE Action: IGNORE (in IN basket)//
```

Supervisor Ambulatory Care Menu
Scheduling/PCE Synchronization by Encounter

Introduction

The synchronization process compares encounter data that is stored in PCE and Scheduling. Data items compared are provider, diagnosis, and procedure. If Scheduling is found to differ from PCE, an attempt will be made to adjust Scheduling to match PCE. After this is accomplished, the encounter is run through the check-out process again.

This option allows you to select an encounter from the OUTPATIENT ENCOUNTER file (#409.68). Information for the selected encounter is displayed. If you choose to continue, the Scheduling data will be synchronized with the PCE data.

Any problems that were found during filing are described. "Errors" indicate that a problem was encountered and nothing was filed. "Warnings" indicate that a potential problem may have occurred but an attempt was still made to file the data.

Example

```
Select OUTPATIENT ENCOUNTER DATE:   4 1 97   APR 01, 1997
    1  4-1-1997@09:00:00    PETERSON,JAMES   MH CWT GROUP   PARKER CLINIC
    2  4-1-1997@09:30:00    URBANSKI,JOHSON   MH CWT GROUP   PARKER CLINIC
CHOOSE 1-2: 1
=========================================================================

NUMBER: 3658                          DATE: APR 01, 1997@09:00
  PATIENT: PETERSON,JAMES             CLINIC STOP CODE: MH CWT GROUP
  LOCATION: PARKER CLINIC             VISIT FILE ENTRY: APR 01, 1997@09:00
  CHECK OUT PROCESS COMPLETION: APR 02, 1997@10:07
  ORIGINATING PROCESS TYPE: STOP CODE ADDITION
  EXTENDED REFERENCE: 1               APPOINTMENT TYPE: REGULAR
  MEDICAL CENTER DIVISION: ALBANY     STATUS: CHECKED OUT
  ELIGIBILITY OF ENCOUNTER: SC LESS THAN 50%
  UNIQUE VISIT NUMBER: 10TJ-ALN

=========================================================================

OK to continue? NO//  Y  YES

Encounter was processed.
```

Supervisor Ambulatory Care Menu
Purge Ambulatory Care Reporting files

Introduction

This option will purge the TRANSMITTED OUTPATIENT ENCOUNTER file (#409.73) of all encounters that occurred during a user-specified date range. This will result in the deletion of corresponding entries in the DELETED OUTPATIENT ENCOUNTER file (#409.74), the TRANSMITTED OUTPATIENT ENCOUNTER ERROR file (#409.75), and the ACRP TRANSMISSION HISTORY file (#409.77).

The beginning date of the date range cannot be prior to 10/1/96. The ending date of the date range cannot be later than the last day of the month prior to the last National Patient Care Database close-out date. For example, if the last National Patient Care Database close-out occurred on 10/17/97, then the allowable date range for purging would be 10/1/96 through 9/30/97.

A sample of the mail message sent by the ACRP purger is provided below.

Example

```
Select Supervisor Ambulatory Care Menu Option:    Purge Ambulatory Care
Reporting files

Enter beginning date:  10 1 96   (OCT 01, 1996)
Enter ending date:  10 7 96   (OCT 07, 1996)
Requested Start Time: NOW//  <RET>   (SEP 29, 1997@09:16:41)

Purging of ACRP files queued as task number 129829




Subj: Purging of ACRP files from 10/1/96 to 10/7/96 [#63541] 29 Sep 97  16:43
  4 Lines
From: ACRP PURGER in 'IN' basket.  Page 1  **NEW**
--------------------------------------------------------------------------

10000 entries were purged from the Transmitted Outpatient Encounter file
(#409.73).  9900 of them pointed to entries in the Outpatient Encounter file
(#409.68) and 100 of them pointed to entries in the Deleted Outpatient
Encounter file (#409.74).
```

Supervisor Ambulatory Care Menu
Scheduling/PCE Bad Pointer Count

Introduction

Discrepancies have been noted between the PATIENT file (#2) APPOINTMENT and DISPOSITION LOG-IN DATE/TIME multiples and the entries they point to in the OUTPATIENT ENCOUNTER file (#409.68). In some cases the encounter pointed to does not exist, and in other cases, it contains inconsistent data. In a different problem, there may be more than one encounter entry for the same appointment or disposition, while the PATIENT file entry points to only one of these duplicates.

This option will report such discrepancies. That information will then be used to determine the magnitude of the existing data problems.

It is suggested when running this option the date range be 10/1/96 to the current date. It is also suggested this task be queued to run during off-hours. When the task completes, a MailMan message will be sent to the user showing the numbers of patient appointments and dispositions with missing or incorrect outpatient encounter pointers. When initially run, the same message will be sent to the ACRP team at the Albany CIO Field Office.

Example

```
**** Date Range Selection ****

   Beginning DATE :  10 1 96  (OCT 01, 1996)

   Ending    DATE :  T  (JUN 09, 1997)

OK to continue? NO//  YES
Requested Start Time: NOW//  <RET>   (JUN 09, 1997@10:15:06)

Job queued to run NOW,  task number 105373
```

Supervisor Ambulatory Care Menu
Scheduling/PCE Bad Pointer Count

Example

```
Subj: Scheduling/PCE Encounter Error Count  [#125328] 09 Jun 97 10:15  48 Lines
From: POSTMASTER (Sender: BAILEY,CONSTANCE (ALBANY CIOFO))  in 'IN' basket.
   Page 1  **NEW**
-----------------------------------------------------------------------------

      Reporting Site: ALBANY (500)
   Number of patients: 1836
Encounter Start Date: Oct 01, 1996
  Encounter End Date: Jun 09, 1997


-----------------------------------------------------------------------------
PATIENT APPOINTMENT MULTIPLE vs. OUTPATIENT ENCOUNTER FILE:

Appointment does not point to an encounter:      0
           Pointed-to encounter is missing:      0
Pointed-to encounter has inconsistent data:      1
        Not a parent:        0
  Not an appointment:        0
            Patient:         0
               Date:         0




Subj: Scheduling/PCE Encounter Error Count  [#125328]    Page 2
-----------------------------------------------------------------------------
             Time:         0
        Stop code:         1

1 total errors out of 66 appointment records.

NOTE:  The stop code from the PATIENT file Appointment multiple was compared
against the stop code in the pointed-to encounter, and non-matches
were counted.  Because stop codes are being added and deactivated over time,
a true comparison of the stop code of the clinic with the stop code of the
appointment/encounter is probably impossible without human review.
-----------------------------------------------------------------------------
PATIENT DISPOSITION MULTIPLE vs. OUTPATIENT ENCOUNTER FILE:

Disposition does not point to an encounter:      0
           Pointed-to encounter is missing:      0
Pointed-to encounter has inconsistent data:      0
       Not a parent:         0
  Not a disposition:         0
```

Supervisor Ambulatory Care Menu
Scheduling/PCE Bad Pointer Count

Example

```
Subj: Scheduling/PCE Encounter Error Count  [#125328]    Page 3
-------------------------------------------------------------------------------
            Patient:        0
               Date:        0
               Time:        0

0 total errors out of 38 disposition records.


-----------------------------------------------------------------------------
POSSIBLY DUPLICATE ENCOUNTERS:

Duplicate appointment encounters:                 0
    Duplicate add/edit encounters:                0
Duplicate disposition encounters:                 0
Duplicate credit stop encounters:                 0

0 total errors out of 72 encounter records.


Select MESSAGE Action: IGNORE (in IN basket)//
```

Supervisor Ambulatory Care Menu
Edit Outpatient Encounter

Introduction

The Edit Outpatient Encounter option allows you to change four fields from the OUTPATIENT ENCOUNTER file (#409.68). These fields are set by the software and are not editable through VA FileMan. They may be changed only through this option or through the Encounter Information action found on the error display screen of the Correct Incomplete Encounters option.

Accepting the default values at the prompts APPOINTMENT TYPE and ENTER THE ELIGIBILITY FOR THIS APPOINTMENT will change the current values displayed (see example below) to those default values. For example, in the encounter shown below, accepting the default of *regular* at the APPOINTMENT TYPE prompt will change the "Current Appointment Type for Encounter" from *employee* to *regular*. If *employee* is the correct value, you would need to type in *employee* at the APPOINTMENT TYPE prompt. The same logic applies to the ENTER THE ELIGIBILITY FOR THIS APPOINTMENT prompt.

If there is only one eligibility for the patient (the primary), you will be asked if you wish to use that as the new eligibility for the encounter being edited. No additional eligibilities can be selected.

This option is only available to holders of the SCENI ENCOUNTER EDIT security key.

Example

```
Select Encounter to update:  AZINGER,PAUL   02-01-44   333443333   YES   SC
VETERAN   SMB   SMB

CLINIC STOP CODE: LABORATORY//   EKG
MEDICAL CENTER DIVISION: ALBANY//   <RET>   ALBANY
```

The system now displays the current values for the encounter

```
Current Appointment Type for Encounter: EMPLOYEE
Current Eligibility for Encounter: SC LESS THAN 50%
The following are system defaults only.

APPOINTMENT TYPE: REGULAR//   <RET>
ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SC LESS THAN 50%//     <RET>   SC LESS
THAN 50%
Updating Completed.
```

Supervisor Ambulatory Care Menu
Fix Multiple Entries in Scheduling Visits

Introduction

This option will queue a background job that scans through the SCHEDULING
VISITS file (#409.5) searching for patients that have multiple entries on the same
day. When run in fix mode, the multiple entries will be merged into a single entry
(the one contained in the ADT cross-reference) in the SCHEDULING VISITS file
and be resynchronized with the data stored in PCE. When run in scan mode, a
summary bulletin of entries found is sent to the current user and to the recipients
of the SCDX AMBCARE TO NPCDB SUMMARY bulletin. The bulletin is also sent
when the option is run in fix mode, but it lists only the single entry the multiple
entries were merged into.

You are also given the opportunity to prevent generation of the Late ACRP Related
Activity bulletin when the option is run in fix mode. This is because resynchroni-
zation will mark encounters for retransmission to the National Patient Care
Database, and the marking of encounters that occurred before close-out will cause
generation of the bulletin.

It is recommended that this option initially be run using one month time frames
and during non-peak hours. Sites may wish to verify the number of multiple
entries they have by running the option in scan mode before running the option in
fix mode for a large time frame.

Example

```
*** Date Range Selection ***
*** Date range must fall between 1-Oct-1996 and today (past dates assumed) ***

Enter beginning date:  10/1/1996  (OCT 01, 1996)
Enter ending date:  11/1/1996  (NOV 01, 1996)

     Select one of the following:

          1         Scan mode
          2         Fix mode

Select mode: Scan mode//  FIX  Fix mode

Prevent generation of Late ACRP Related Activity bulletin? NO//    YES

OK to continue? NO//  YES
```

**Supervisor Ambulatory Care Menu
Fix Multiple Entries in Scheduling Visits**

Example

```
Requested Start Time: NOW//  T@2200 (JUL 09, 1997@10:41)
Queued as task number 104945
```


MailMan Bulletin

```
Subj: Running of SD*5.3*126 in FIX mode completed  [#125625] 09 Jul 97 10:42
23 Lines
From: ACRP - SD*5.3*126  in 'IN' basket.   Page 1  **NEW**
-----------------------------------------------------------------------------

The Scheduling Visits file (#409.5) was scanned from Oct 01, 1996 to
Nov 01, 1996 for patients that have multiple entries for a single day.

Scanning began on Jul 09, 1997@10:41:00 and ended on Jul 09, 1997@10:41:50.

The following information is the results of running this in FIX mode.

=============================================================================

      Patient: WEYMOUTH,GEORGE L.  (8823)
Date of visit: Oct 22, 1996
   ADT x-ref: 2961022.08385
Entries found: 2961022.08385

Affected encounters:
  Resync: 2424047  (child of 2423985)
  Delete: 2424006  (duplicate of 2424047)


=============================================================================


Select MESSAGE Action: IGNORE (in IN basket)//
```

Supervisor Ambulatory Care Menu
Purge rejections that are past database close-out

Introduction

This option will queue a task to search through the TRANSMITTED OUTPATIENT
ENCOUNTER ERROR file (#409.75) for encounters that were rejected by the
National Patient Care Database (NPCDB) and will not be transmitted due to
closing of the NPCDB for database credit. All entries that are found will be
removed from the file and, consequently, will no longer be found on the NPCDB
Data Error Report.

This option only needs to be run after the NPCDB has been closed for database
credit, although running it multiple times will have no detrimental effect. It is
recommended you wait 7 days after database close-out before utilizing the option to
allow return of any potential rejections from the NPCDB.

Example

```
Select Supervisor Ambulatory Care Menu Option:    Purge rejections that are past
database close-out

This option will purge entries in the TRANSMITTED OUTPATIENT
ENCOUNTER ERROR file (#409.75) of rejections for encounters that
can not be transmitted due to close-out of the National Patient
Care Database for database credit.

Ok to continue? NO//  Y   YES
Requested Start Time: NOW//  <RET>   (APR 29, 1997@07:54:05)

Scheduled as task number 85984
```

Data Transmission Report

Introduction

This option generates a report which displays the transmission status of events within a user specified date range. Transmission is to the National Patient Care Database.

If you select the default of first at the "Start with date…" prompt, the report will automatically print to the last date.

Information provided may include date/time of event, whether or not transmitted, type of event, date/time of transmission to NPCDB, acknowledgment status from NPCDB, patient name, and encounter date.

Example

```
NPCDB Data Transmission Report.

This report requires 132 columns.

START WITH DATE/TIME OF EVENT: FIRST//    <RET>
DEVICE: A700    RIGHT MARGIN: 80//  132

DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>   (NO)
```

```
TRANSMITTED OUTPATIENT ENCOUNTER STATISTICS                                      JUN 23,1996  21:50    PAGE 1
DATE/TIME OF EVENT     TRANSMITTED  EVENT      DATE/TIME OF XMIT    STATUS   PATIENT            ENCOUNTER DATE
------------------------------------------------------------------------------------------------------------

MAY 28,1996  22:11     NO           ADD                                     HOKUM,SALLY        MAY 28, 1996 12:00
MAY 29,1996  08:23     NO           EDIT                                    SMITH,ALAN A       FEB 21, 1996 08:00
MAY 30,1996  13:52     NO           RETRANSMIT                              RUDING,NORMAN      APR 25, 1996 10:00
JUN  5,1996  08:21     YES          ADD        JUN 27,1996  08:42           MARTIN,KENNETH     MAY 15, 1996 10:00
JUN  5,1996  11:45     YES          EDIT       JUN 27,1996  08:42           MARTIN,KENNETH     MAY 06, 1996 08:00
JUN 11,1996  08:55     YES          RETRANSMIT JUN 27,1996  08:42           PETERS,JOHN        MAY 28, 1996 08:00
JUN 12,1996  10:41     NO           DELETE                                  JONES,MARK         MAY 13, 1996 08:00
```

Incomplete Encounter Management
Incomplete Encounter Reports
Alpha List of Incomplete Encounters

Introduction

The Alpha List of Incomplete Encounters option prints a list of all errors found in the TRANSMITTED OUTPATIENT ENCOUNTER ERROR file (#409.75) at the time the report is generated. The report is sorted by division and, within each division, alphabetically by patient name. Information provided includes patient name, SSN, error code, error source, encounter date, and clinic. It is recommended the report be queued to a printer.

Example

```
Select Incomplete Encounter Reports Option:   Alpha List of Incomplete
Encounters
DEVICE: A138    RIGHT MARGIN: 132//  <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   Y   (YES)

REQUESTED TIME TO PRINT: NOW//   <RET>
REQUEST QUEUED!
Task number: 134028



Incomplete Encounters Report Alphabetically by Name    JAN 12,1998  09:23    PAGE 1
    SSN         Error Code  Source      Encounter Date       Clinic
--------------------------------------------------------------------------------

       Division: EAST SIDE


   AMBER,DOUGLAS
   1555      6200          VISTA      MAY  7,1997  09:47   CARDIOLOGY
             4050          VISTA      MAY  7,1997  09:47   CARDIOLOGY


   COLUMBUS,PETER
   1234      7000          VISTA      SEP 17,1997  10:00   DERMATOLOGY
             8100          VISTA      SEP 17,1997  10:00   DERMATOLOGY


   MILLER,ANTHONY
   0990      2370          VISTA      SEP 19,1997  11:15   ENDOCRINE
```

Incomplete Encounter Management
Incomplete Encounter Reports
Incomplete Encounter Error Report

Introduction

The Incomplete Encounter Error Report is used to print all inconsistencies and
missing data for a selected date range for encounter records which 1) have not been
transmitted or 2) have been rejected by the Austin National Patient Care Database
(NPCD). This provides an all-inclusive error report which may be used during the
correction process.

The *sort* criteria will always be by division, clinic, patient, encounter date.
Selection criteria includes any two of the following fields: clinic, patient, error code,
or clinic stop code.

It is recommended the report be queued as it may be quite lengthy. When printed,
each clinic will print on a separate page.

Example

```
  This report requires 132 columns to print and will default to
  QUEUING required.  If you print this report to your terminal,
  answer 'NO' to the 'Do you still want your output queued' prompt.

Enter RETURN to continue or '^' to exit:    <RET>

Select division: ALL//  ALBANY   500
Select another division:   <RET>

The following are selection criteria which are used to specify a group of or
particular clinic, patient, error code or clinic stop code to be printed.
You are asked to pick two, one at a time.  Type '??' for more details.

      Select one of the following:

          C         Clinic
          P         Patient
          E         Error Code
          D         Clinic Stop Code

Set First Selection Criteria:   Clinic
```

Incomplete Encounter Management
Incomplete Encounter Reports
Incomplete Encounter Error Report

Example

```
Select one of the following:

        P         Patient
        E         Error Code
        D         Clinic Stop Code

Set Next Selection Criteria:  Patient


Date Range for Encounters
Enter begin date for search: Jun 14, 1997//   6 1 97   (JUN 01, 1997)
Enter end date for search: TODAY//   <RET>   (JUL 14, 1997)

Clinic Selection
Select clinic: ALL//  CARDIOLOGY
Select another clinic:  <RET>

Patient Selection
Select patient: ALL//  <RET>


This report requires 132 columns and could take some time.
Remember to QUEUE the report.
QUEUE TO PRINT ON
DEVICE: HOME//  A138

Requested Start Time: NOW//  <RET>   (JUL 14, 1997@10:27:07)
```

Incomplete Encounter Management
Incomplete Encounter Reports
Incomplete Encounter Error Report

Example

```
Date: 07/14/97                Incomplete Encounter Management Error Listing              Page: 1
                                          Division: ALBANY
                                          Clinic: CARDIOLOGY
                                 Date Range: Jun 01, 1997 to Jul 14, 1997
                                 Selection Method by Clinic then by Patient


                       Encounter          Error   Error
Patient Name      SSN   Date/Time          Srce    Code  Description
=================================================================================================
                            [ '*' Indicates Deleted Outpatient Encounter for Transmission ]

MCCOY,LEONARD    3131   7/2/97 12:30 pm    VIST    2200  Address line 1 is invalid.

MCCOY,LEONARD    3131   7/2/97 12:30 pm    NPCD    410   Alternate Visit ID is blank, null, or -1.

SHERIDAN,JOHN    4522   7/3/97 10:30 am    NPCD    500   Invalid Diagnosis Code.

TURNER,DEREK     0998   7/3/97 11:15 am    NPCD    215   Invalid Race code.




Date: 07/14/97                Incomplete Encounter Management Error Listing              Page: 2

            Divisions:
                  ALBANY

            Clinics:
                  CARDIOLOGY

            Patients: All
```

Incomplete Encounter Management
Incomplete Encounter Reports
Incomplete Encounters by Error Code

Introduction

The Incomplete Encounters by Error Code option provides a list of the errors which are in the TRANSMITTED OUTPATIENT ENCOUNTER ERROR CODE file (#409.76). You may sort the report by one or all divisions and one or all error codes. Errors are sorted by patient name within each error code.

Information provided on the report includes error code and description, patient name, last four of SSN, date and time of the encounter, and clinic.

Example
An abbreviated example of the report is shown.

```
Select All Divisions? YES//  N    NO
Select MEDICAL CENTER DIVISION NAME:  ALBANY   500
Select all Errors? YES//  <RET>
DEVICE: <RET>   LAT    RIGHT MARGIN: 80//  <RET>
```

Incomplete Encounter Management
Incomplete Encounter Reports
Incomplete Encounters by Error Code

Example

```
Transmitted Outpatient Encounters by Error Code
                                 OCT  7,1997  09:54    PAGE 1
    Patient                   SSN  Date               Clinic
--------------------------------------------------------------------------

Division: ALBANY


Error Code: 2200
Address line 1 is invalid.
    MCCOY,LEONARD             3131  07/02/97 12:30 PM    SURGERY
    SMITH,TOM E               8799  08/11/97 10:45 AM    GEN MEDICAL


Error Code: 2220
City is missing or invalid.
    MCCOY,LEONARD             3131  07/02/97 12:30 PM    SURGERY


Error Code: 2370
Date of Death is before the encounter date.
    DRAKE,DONALD              7788  07/03/97 9:00 AM     CARDIOLOGY


Error Code: 4050
Purpose of Visit or Appointment Type is missing or invalid
    AMOS,SUSAN                1555  05/07/97 9:45 AM     DERMATOLGOY



Select Incomplete Encounters by Error Code Option:    <RET>
```

Incomplete Encounter Management
Incomplete Encounter Reports
Summary Report - **IEMM**

Introduction

This report prints a summary showing total encounters for a date range and the number and percentage of incomplete encounters. The report may be printed as summary only or summary with detail.

The summary only report lists encounters for all clinics and divisions. For each clinic, the number of encounters, the number of incomplete encounters, and the percentage rate will be provided.

The summary report with detail lists the errors for the selected divisions/clinics in descending order of occurrence. Shown for each error is the number of occurrences and its percentage of the total number of occurrences. Examples of both types of report are shown on the following pages.

In addition to the printed version of both types of report, the summary only section is available as a bulletin that can be queued to run as a nightly background job or at user-specified times. This bulletin will be sent to the user-specified mail group.

Incomplete Encounter Management
Incomplete Encounter Reports
Summary Report - IEMM

Example

Example 1 - Summary Report Only

```
Select Summary Report Only, or Summary Report with Detail

Summary report only? YES//   <RET>

Date Range for Encounters
Enter begin date for search: Jun 15, 1997//   6 1 97  (JUN 01, 1997)
Enter end date for search: TODAY//   <RET>   (JUL 15, 1997)

DEVICE: HOME//  <RET>   LAT

...SORRY, LET ME PUT YOU ON 'HOLD' FOR A SECOND...




Date: 07/15/97     Incomplete Encounter Mgmt Summary Error Report    PAGE: 1
                       Date Range: Jun 01, 1997 to Jul 15, 1997
                         Clinic Summary - Incomplete Encounters


Clinic                             Encounters   Incomplete   Percentage
============================================================================
     Note: (nn) = Number of total encounters which are deleted encounters

CARDIOLOGY                          3 (0)          1 (0)          33%
DERMATOLOGY                         4 (0)          4 (0)         100%


          Total Encounters: 7
Total Incomplete Encounters: 5
```

Incomplete Encounter Management
Incomplete Encounter Reports
Summary Report - IEMM

Example

Example 2 - Summary report with Detail

```
Select Summary Report Only, or Summary Report with Detail

Summary report only? YES//  n  NO

Select division: ALL//  albany          500
Select another division:  <RET>

Select clinic: ALL//  cardiology        Unknown
Select another clinic:  <RET>

Date Range for Encounters
Enter begin date for search: Jun 15, 1997//  6 1 97   (JUN 01, 1997)
Enter end date for search: TODAY//   <RET>   (JUL 15, 1997)

DEVICE: HOME//  <RET>    LAT

...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...




Date: 07/15/97   Incomplete Encounter Mgmt Summary Error Report      PAGE: 1
                  Date Range: Jun 01, 1997 to Jul 15, 1997
                            Division: ALBANY
                            Clinic: CARDIOLOGY

                                               Number of        Percent
Error                                          Occurrences      of Total
===============================================================================
                 < Errors in descending order of occurrence >

Provider/Practitioner Type code is missing or invalid     7        46.7%
Date of Death is before the encounter date.               5        33.3%
Invalid means test indicator                              3        20.0%


          Incomplete Encounters:      8
              Total Encounters:       9
(Deleted) Incomplete Encounters:      0
    (Deleted) Total Encounters:       0
```

Incomplete Encounter Management
Correct Incomplete Encounters

Introduction

The Correct Incomplete Encounters option is used to view and correct incomplete encounters. Anyone may view the View Expanded action of this option. The Encounter Information action is locked with the SCENI ENCOUNTER EDIT security key while the other actions are locked with the SCENI IEMM EDIT security key.

Initial selection criteria for the incomplete encounters is patient name, clinic, or error code. Selection by clinic or error code will prompt for a date range. The date range default is the same value as used in the Appointment Management option; that is, the number of days in the past the software should initially search for appointments. You may modify your selection criteria via the following "change" actions: patient, clinic, date range, and error code. Other actions available from the initial display include Display Errors and Expand Encounter. The Expand Encounter action may display appointment demographics, appointment event log, patient information, and check out information. This action will only display for encounters that are appointments. If the encounter is a standalone add/edit, you will receive a warning that the encounter cannot be expanded.

Following is a brief description of the actions available from the error display screen.

View Expanded	Redisplays each error code with its corrective action
Check Out	Goes through the check out process
Correct Errors	Calls the appropriate option to correct the selected error **or** if corrective action is reflag, will automatically reflag the selected error for transmission
Patient Demographics	Prompts through patient demographic information
Load/Edit Patient Data	Calls the Load/Edit Patient Data option functionality
Encounter Information	Allows editing of select fields that are set by the software. Fields which may be edited through Encounter Information are appointment type, eligibility of encounter, medical center division, and clinic stop code.
Retransmit Error	Flags the selected error for retransmission

Incomplete Encounter Management
Correct Incomplete Encounters

Introduction

The validator (edit checker mechanism) reviews the encounter immediately after you have completed entries/edits and before exit from the record edit process. If the data passes validation, the encounter record is flagged for retransmission.

If multiple inconsistent encounters exist for a patient which contain the same *demographic* error, that error will be corrected for all the encounters when it is corrected for a single encounter.

Incomplete Encounter Management
Correct Incomplete Encounters

Example

```
Select Patient name, Clinic name, or Error Code:    MCCOY,LEONARD

Searching for patient  MCCOY,LEONARD    05-18-28    121333131    NO    NSC VETERAN
KILMIRE,MARK    KILMIRE,MARK

  ...OK? Yes//  <RET>
...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...
```

```
Incomplete Encounter Mgmt    Jul 15, 1997 11:34:51      Page:    1 of    1
Date Range: 06/15/97 thru 07/15/97
    Patient: MCCOY,LEONARD
          Patient Name                SSN       Encounter Date/Time
1       Mccoy,Leonard                 3131      Jul 01, 1997@08:45


          '*' Deleted Encounter           Enter ?? for more
    Clinic Change              Date Range Change        Display Error(s)
    Select Patient             Error Code Change        Expand Encounter
Select Item(s): Quit//  DIS=1    Display Error(s)
```

```
Incomplete Encounter Display Jul 15, 1997 11:39:13      Page:    1 of    1
  Patient: Mccoy,Leonard                             SSN: 3131
  Clinic: DERMATOLOGY                    Encounter Date: 07/01/97
        Source    Error   Error Description
1    VIST     2220    City is missing or invalid.


          Enter ?? for more actions                                     >>>
    View Expanded            Patient Demographics      Retransmit Error
    Check Out                Encounter Information
    Correct Error(s)         Load/Edit Patient Data
Select Item(s): Quit//  cor=1    Correct Error(s)
  Selecting a range of errors to correct may result in one or
  more similar errors being removed from the display list after
  correction of the initial error.
```

Incomplete Encounter Management
Correct Incomplete Encounters

Example

```
City is missing or invalid.
STREET ADDRESS [LINE 1]: 124 Elm St//   <RET>
STREET ADDRESS [LINE 2]: APT 4 A//   <RET>
STREET ADDRESS [LINE 3]:   <RET>
CITY: Coopersville
STATE: NEW YORK//  ^
Performing Ambulatory Care Validation Checks...
```

```
Incomplete Encounter Display Jul 15, 1997 11:39:13       Page:    1 of    1
   Patient: Mccoy,Leonard                              SSN: 3131
    Clinic: DERMATOLOGY                    Encounter Date: 07/01/97
         Source    Error    Error Description
1         Mccoy,Leonard                   3131       Jul 01, 1997@08:45
No Errors found.



           Enter ?? for more actions                                      >>>
    View Expanded              Patient Demographics      Retransmit Error
    Check Out                  Encounter Information
    Correct Error(s)           Load/Edit Patient Data
Select Item(s): Quit//   <RET>
```

```
Incomplete Encounter Mgmt    Jul 15, 1997 11:34:51       Page:    1 of    1
Date Range: 06/15/97 thru 07/15/97
    Patient: MCCOY,LEONARD
         Patient Name               SSN       Encounter Date/Time
1         Mccoy,Leonard                   3131       Jul 01, 1997@08:45


          '*' Deleted Encounter          Enter ?? for more
    Clinic Change            Date Range Change         Display Error(s)
    Select Patient           Error Code Change         Expand Encounter
Select Item(s): Quit//   <RET>
```

Retransmit Ambulatory Care Data by Date Range

Introduction

This option is used to mark outpatient encounters, within a user-specified date range, for retransmission to the National Patient Center Database in Austin.

Since data collection by the NPCDB began 10/1/96, it is best to use this option after that date.

Example

```
Enter beginning date:  11/25/96   (NOV 25, 1996)
Enter ending date:  11/26/96   (NOV 26, 1996)


All outpatient encounters that occurred between 11/25/1996
and 11/26/1996 will be marked for retransmission to the
National Patient Care Database.


Are you sure you want to do this?   YES

Marking of encounters for retransmission queued as task number 390759
```

Selective Retransmission of NPCDB Rejections

Introduction

This option displays a list of those patients who currently have rejections from the National Patient Care Database on file and are not marked for retransmission. The list only includes demographic and other non-encounter related errors.

You can then selectively choose which patient encounters should be marked for retransmission. Entries which are selected will be marked by an asterisk (*) and will be flagged for retransmission when you exit the option.

You may choose to select all patients from the list or individual patients (by patient name or encounter number). A deselect function is also provided. You must make a selection before you can utilize the deselect function. Again, you may deselect individual patients or decide to deselect your entire selection.

Example

```
Building list of patients who have encounters that were rejected by
the National Patient Care Database and are not currently marked for
retransmission.  This list only includes demographic and other non-
encounter related errors.

Building display screen

Rejections From NPCDB        Oct 21, 1996 08:37:16        Page:   1 of   1
        Patients whose encounter data has been rejected by the National
       Patient Care Database and not currently marked for retransmission
      (Entries marked by '*' will be flagged for retransmission on exit)


    Patient                              Patient
    1 DERDEN,JOHN          (1525)        3 PETERSON,JAMES        (9889)
    2 FISHER,SAMUEL        (3035)        4 SMITH,DON B.          (6551)


        Enter ?? for more actions
SP  Select Patient(s) to retransmit      DP  Deselect Patient(s) for retransmit
SN  Select by Number for retransmit      DN  Deselect by Number for retransmit
SA  Select All for retransmission        DA  Deselect All from retransmission
Select Action: Quit//  SN   Select by Number for retransmit
Select Patient(s)  (1-4):  1
```

Selective Retransmission of NPCDB Rejections

Example

```
Rejections From NPCDB      Oct 21, 1996 08:37:16      Page:    1 of    1
         Patients whose encounter data has been rejected by the National
         Patient Care Database and not currently marked for retransmission
         (Entries marked by '*' will be flagged for retransmission on exit)


     Patient                              Patient
*   1 DERDEN,JOHN          (1525)        3 PETERSON,JAMES       (9889)
    2 FISHER,SAMUEL        (3035)        4 SMITH,DON B.         (6551)


         Enter ?? for more actions
SP  Select Patient(s) to retransmit      DP  Deselect Patient(s) for retransmit
SN  Select by Number for retransmit      DN  Deselect by Number for retransmit
SA  Select All for retransmission        DA  Deselect All from retransmission
Select Action: Quit//  <RET>
```

Rejected encounters for the selected patient(s) will now be marked for
retransmission.

Set up a Clinic

Example

```
  DEFAULT PROVIDER:   YES
Select PROVIDER:  COCKER,LISA
  ARE YOU ADDING 'COCKER,LISA' AS A NEW PROVIDER (THE 2ND FOR THIS HOSPITAL
LOCATION)? Y  (YES)
  DEFAULT PROVIDER: <RET>
Select PROVIDER: <RET>
DEFAULT TO PC PRACTITIONER?:  Y   YES
Select DIAGNOSIS: 413.1   413.1  PRINZMETAL ANGINA
        ...OK? YES//  <RET>   (YES)
  ARE YOU ADDING '413.1' AS A NEW DIAGNOSIS (THE 1ST FOR THIS HOSPITAL
LOCATION)? Y   (YES)
  DEFAULT DIAGNOSIS: <RET>
Select DIAGNOSIS: <RET>
ASK STOP CODES AT CHECK OUT:  YES
WORKLOAD VALIDATION AT CHK OUT:  1   YES
ALLOWABLE CONSECUTIVE NO-SHOWS:  2
MAX # DAYS FOR FUTURE BOOKING:  30
HOUR CLINIC DISPLAY BEGINS:  <RET>
START TIME FOR AUTO REBOOK:  <RET>
MAX # DAYS FOR AUTO REBOOK:  60
SCHEDULE ON HOLIDAYS:  Y  (YES)
CREDIT STOP CODE: <RET>
PROHIBIT ACCESS TO CLINIC?:  Y   (YES)
Select PRIVILEGED USER:  MORRISSEY,STEVEN   SITE MGR
Select PRIVILEGED USER:  CAIRNS,HELEN   HEAD NURSE
Select PRIVILEGED USER: <RET>
PHYSICAL LOCATION:  1ST FLOOR WARD 11C RM 230
PRINCIPAL CLINIC: <RET>
OVERBOOKS/DAY MAXIMUM:  4
Select SPECIAL INSTRUCTIONS:  <RET>
LENGTH OF APP'T: 15
VARIABLE APP'NTMENT LENGTH:  <RET>
DISPLAY INCREMENTS PER HOUR: 4//  <RET>

AVAILABILITY DATE: T+7   (FEB 13,1990)
                         TUESDAY
   TIME: 0800-1200   NO. OF SLOTS: 1//  4


   TIME: <RET>
[4 4 4 4|4 4 4 4|4 4 4 4|4 4 4 4]
 ...PATTERN OK FOR TUESDAYS INDEFINITELY?   Y   (YES)
 ...HMMM, LET ME THINK ABOUT THAT FOR A MOMENT...
PATTERN FILED!

AVAILABILITY DATE:  <RET>
```

Set up a Clinic

Supplement
This supplement describes the fields as they will appear during entry of a new
clinic.

ABBREVIATION
An abbreviation for the clinic name 1-7 characters in length.

CLINIC MEETS AT THIS FACILITY?: YES
<RET> to accept the default of YES. NO if the clinic meets elsewhere.

SERVICE
The hospital service associated with this clinic. Enter <RET> for a list of services.

NON-COUNT CLINIC? (Y OR N)
YES if visits should **not** affect AMIS statistics. NO if visits **should** affect AMIS
statistics

INCLUDE ON FILE ROOM LISTS
This field will only appear for non-count clinics. YES to include this clinic on file
room lists; NO to not include.

STOP CODE NUMBER
Three digit stop code number assigned to this clinic. <??> for a list of stop codes.

DEFAULT APPOINTMENT TYPE: REGULAR
Default appointment type for this clinic. <RET> to accept default. <?> for list of
appointment types.

REQUIRE X-RAY FILMS
YES to have x-ray films pulled for visits to this clinic. <RET> for no films.
*If you are editing the parameters of an existing clinic and wish to change a previous
YES entry to NO, enter an at-sign <@> to delete the YES entry. This will change
the entry to a null response which will be interpreted as NO by the system.*

REQUIRE ACTION PROFILES?: YES
Will pharmacy action profiles be required for patients scheduled in this clinic?
<RET> or 0 for YES, 1 for NO.

Set up a Clinic

Supplement

The next four fields prompt for the letters which are printed for this clinic through other menu options. An entry is not required; however, no letter will be printed for this clinic when action is taken through the listed menu option if the field is blank.

NO-SHOW LETTER
This letter will be generated in conjunction with no-shows entered for this clinic through the No-Show option of the Appointment menu. Enter the name of the no-show letter. <?> for a list of no-show letters. <RET> to leave blank.

PRE-APPOINTMENT LETTER
This letter will be generated through the Print Scheduling Letters option of the Output menu advising patients of upcoming appointments to this clinic. Enter the name of the pre-appointment letter. <?> for a list of pre-appointment letters. <RET> to leave blank.

CLINIC CANCELLATION LETTER
This letter will be generated for this clinic whenever either the clinic availability is cancelled through the Cancel Clinic Availability option of this menu, or when an appointment is cancelled through the Cancel Appointment option of the Appointment menu and the cancellation is at the request of the clinic. Enter the name of the clinic cancellation letter. <?> for a list of clinic cancellation letters. <RET> to leave blank.

APPT. CANCELLATION LETTER
This letter will be generated for this clinic whenever an appointment is cancelled at the patient's request through the Cancel Appointment option of the Appointment menu. Enter the name of the appt. cancellation letter. <?> for a list of appt. cancellation letters. <RET> to leave blank.

Set up a Clinic

Supplement

ASK FOR CHECK IN/OUT TIME
YES to ask the date/time each time a patient is checked in or out of this clinic.
<RET> or NO to have the system automatically enter the current date/time.

It is recommended you set this parameter to NO for most clinics; however, if you wish to track the actual check in or out time for a particular clinic, set this parameter to YES.

Your entry here will override how this field is set in the Scheduling Parameters. A <RET> entered here will act the same as a NO response and will also override the Scheduling Parameters.

When retroactively scheduling an appointment, the system will use the date/time of the appointment as the check in time. This date/time will either be automatically entered or used as the default, depending on how this parameter is set.

SELECT PROVIDER
Enter the providers associated with this clinic. These providers will then be displayed when updating the provider through Appointment Management or Check Out.

DEFAULT PROVIDER
Enter 1 or YES if you wish to make the selected provider appear as the default provider for this clinic; otherwise, enter 0 or NO.

DEFAULT TO PC PRACTITIONER
Should the primary care practitioner be the default provider for this clinic if no default provider has been indicated? 1=YES, 0=NO. If the DEFAULT PROVIDER field is answered YES, this field will have no effect.

SELECT DIAGNOSIS
Enter the diagnoses associated with this clinic. These diagnoses will then be displayed when updating the provider through Appointment Management or Check Out.

DEFAULT DIAGNOSIS
Enter 1 or YES if you wish to make the selected diagnosis appear as the default diagnosis for this clinic; otherwise, enter 0 or NO.

Set up a Clinic

Supplement

WORKLOAD VALIDATION AT CHK OUT
For this clinic, run a validation as each encounter is checked out? 1=YES, 0=NO.
The validation logic will perform the same validation checks as the Austin database
to identify encounter errors before they are transmitted. All errors are stored for
later reporting and correction.

ASK STOP CODES AT CHECK OUT
When checking out a patient for an appointment, should the user be prompted for
stop codes? 1=YES, 0=NO.

ALLOWABLE CONSECUTIVE NO-SHOWS
This is the number of times in a row that a patient can be a no-show in this clinic
before being flagged for possible discharge from the clinic.

MAX # DAYS FOR FUTURE BOOKING
Maximum number of days available when searching for open clinic slots for this
clinic in the future. A number between 11 and 999.

HOUR CLINIC DISPLAY BEGINS
Appears for new clinics only. <RET> if 8AM. Otherwise, the time should be
entered as follows.

9AM = 9	1PM = 13
10AM = 10	2PM = 14
11AM = 11	3PM = 15
NOON = 12	4PM = 16

START TIME FOR AUTO REBOOK
Start time (hour of day) that should be searched for when auto rebooking an
appointment to this clinic. Enter the time or <RET> to begin at the clinic start
time.

MAX # DAYS FOR AUTO REBOOK
Maximum number of days the system can be set to search up to when auto
rebooking appointments. A number between 1 and 365.

Set up a Clinic

Supplement

SCHEDULE ON HOLIDAYS
Should the user be able to schedule appointments to this clinic on holidays?
YES or <RET> for NO.
If you are editing the parameters of an existing clinic and wish to change a previous
YES entry to NO, enter an at-sign <@> to delete the YES entry. This will change
the entry to a null response which will be interpreted as NO by the system.

CREDIT STOP CODE
<RET> if credit should be made to the same stop code as entered in the STOP
CODE NUMBER field. Otherwise, enter stop code to credit.

PROHIBIT ACCESS TO CLINIC
Should only privileged users have access to book to this clinic?
YES or <RET> for NO.
If you are editing the parameters of an existing clinic and wish to change a previous
YES entry to NO, enter an at-sign <@> to delete the YES entry. This will change
the entry to a null response which will be interpreted as NO by the system.

SELECT PRIVILEGED USER
Will only appear if previous field answered YES. Enter the user's name or DUZ.
This prompt will repeat until <RET> is entered. You may delete a previous entry
by entering an at-sign <@> at this prompt.

PHYSICAL LOCATION
Enter the location of the clinic (0-25 characters). <RET> to not enter a location.

PRINCIPAL CLINIC
If enrollment in this clinic is equivalent to enrollment in a larger one, enter the
larger clinic here. If your entry is not in the HOSPITAL LOCATION file, you will
be prompted for Hospital Location Type and Hospital Location Type Extension.

OVERBOOKS/DAY MAXIMUM
Enter the number of allowable overbooks per day to this clinic. If overbooks are not
allowed, enter zero

SELECT SPECIAL INSTRUCTIONS
Any special instructions concerning this clinic, 0-25 characters.

Set up a Clinic

Supplement

LENGTH OF APP'T
Enter the time, in minutes, of an average appointment for this clinic (must be a multiple of 10 or 15). The length of time entered here directly affects the INCREMENTS PER HOUR display set up later. Be sure to calculate the desired time/increment relationship before entering them as you are not able to edit INCREMENTS PER HOUR after an availability date has been entered.

VARIABLE APPOINTMENT LENGTH
Does this clinic have variable appointment lengths? Enter V to allow for a varied appointment length or <RET> to not allow variable appointment length.

DISPLAY INCREMENTS PER HOUR: 4
The number of increments that will be displayed per hour for this clinic. Accept the default or enter a <?> for a list of choices.

AVAILABILITY DATE
Enter the first date appointments can be made to this clinic.

TIME
Scheduling patterns for the date chosen at the previous prompt may now be set up. Enter the time range the clinic will be available. Decide upon times/slots prior to entering them into the system as each day the clinic will meet in the future will need to be changed individually if the data is entered erroneously. Times should be entered in this format: 0800-1200. You cannot establish a pattern for the clinic that is too wide to fit the 80 character screen.

NO. OF SLOTS: 1
This is the number of patients which will be seen in each increment per hour.
<RET> to accept the default or enter another number up to 9. If you enter 10 to 26, the display will be in letters of the alphabet starting with j and ending with z.
Block scheduling should only be used for group clinics such as group therapy.

The Time and No. of Slots prompts will repeat until a <RET> is entered instead of a time.

Sharing Agreement Category Update

Introduction

This option allows the user to define subcategories for appointment types and assign them an active status. Each appointment type may have multiple subcategories. You may associate subcategories with any appointment type but the intent of this option is to do so for the "sharing agreement" appointment type.

This information is utilized at the site level only and is not transmitted to a national database.

Example

```
Select APPOINTMENT TYPE NAME:   SHARING AGREEMENT
Select SHARING AGREEMENT SUB-CATEGORY NAME:    DOD
  Are you adding 'DOD' as
    a new SHARING AGREEMENT SUB-CATEGORY (the 1ST)?   Y   (Yes)
SHARING AGREEMENT CATEGORY ACTIVE:   1   YES
```

Index

Following is an alphabetical listing of each menu/option documented in the Scheduling module of the PIMS User Manual.